

District School Board of Pasco County Bid Recommendation

Bid Title	Library Materials & Supplies Catalog Discount		Number of Vendors Notified	208
Bid Number	11-078-AJ		Number of Bids Distributed	52
Date Solicited	February 28, 2011		Number of Vendors Bidding	8
Date Opened	March 31, 2011		Number of Vendors Not Bidding	1
Date Board Presentation	May 3, 2011		Funding Source	General, Internal, and Federal Funds
Total Savings	\$21,000 (Estimate)		Grand Total of Bid	\$60,000 (Estimate)

Recommendation:

Recommend acceptance of RFPs as noted on the attached tabulation sheet as having the highest average scores and best responsive and responsible RFPs meeting written specifications.

Term of Contract:

This contract is for library materials and supplies to be purchased throughout the District on an "as needed" basis. This is a three-year contract renewable annually based upon mutual agreement of both parties. The first year of this contract shall be effective from May 4, 2011 to May 3, 2012. Discounts will remain firm and in effect throughout the term of the contract.

Notations and Exceptions:

This is a multi-award RFP (up to four vendors) based upon the highest average scores. The evaluation selection review committee was made up of media specialists from four schools (1-elementary, 2-middle, 1-high). Each RFP was evaluated according to a weighted point system (i.e. Vendor Location 4, Discount Offered 6, References 5) as outlined in the specifications with scores totaled and then averaged to obtain the respondents with the highest average scores. Copies of the evaluation forms are on file in the Purchasing Department. A maximum of four vendors could be awarded as outlined in the RFP specifications.

Recommend rejection of Learning Services as their products did not meet the types of materials and supplies as specified in the RFP document (i.e., bookends, label makers, bookmarks, hanging bags, book pockets, pamphlet racks, book repair tape, Clear book covers, die cuts, etc.).

Acco Brands USA, LLC (GBC) and Brodart Company were disqualified at the proposal opening for failure to submit catalog(s) as outlined in the RFP documents.

Highsmith, LLC was disqualified at the proposal opening for failure to submit a signed proposal as outlined in the RFP documents.

Offers from the vendors listed herein are the only offers received timely as of the specified opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

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Bids Evaluated By:

Brandon Maldonado, Instructional Technology Specialist, WGES
Anna Matthews, School Media Technology Assistant, BPMS
William Neubauer, School Media Technology Assistant, TEWMS
Sue Teeple, School Media Technology Assistant, GHS

Bids Prepared By:

Andrea Jackson, Interim Buyer Assistant, Purchasing Department

Reviewed and Authorized By:

Kendra Goodman, CPPO, CPPB, Purchasing Agent



DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	Acco Brands USA LLC (GBC)	Brodart Company	Gaylord Brothers, Inc.
RFP TITLE: Library Materials & Supplies Catalog Discount	300 Tower Parkway Lincolnshire, IL 60069	100 North Road McElhattan, PA 17748	PO Box 4901 Syracuse, NY 13221
RFP #11-078-AJ			
Board Meeting 5/3/11	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
DESCRIPTION			
Catalog Name:	*Acco Brands USA GBC Catalog	*Brodart Library Supplies & Furnishings 2011	Gaylord Reference Catalog
Date of Catalog:	November 2010	January 2011	January 2011
Discount:	30%	15%	20%
Catalog Name:			
Date of Catalog:			
Discount:			
Catalog Name:			
Date of Catalog:			
Discount:			
Catalog Name:			
Date of Catalog:			
Discount:			
Exclusions from RFP:		Discount applies only to products, not to shipping charges, and may not be combined with any other preferred pricing. Not applicable to closed orders and orders already in process. Excludes Books & Automation Division, Electronics Game Systems, Flat Panel Mounts, Microform Readers/Printers/Scanners, Security Systems and Accessories, software and Brodart Solutions Line.	
Shipping Notes:		\$50.00 minimum order, F.O.B. Supplies: Destination; Furniture & Equipment: Origin (Prepaid & Added to invoice)	Free shipping on supply orders over \$100. Furniture order, transportation is additional.
RFP Score	Disqualified	Disqualified	89.50

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	Highsmith, LLC	Lakeshore Learning Materials	Learning Services
RFP TITLE: Library Materials & Supplies Catalog Discount	4810 Forest Run Road	2695 East Dominguez Street	PO Box 10636
RFP #11-078-AJ	Madison, WI 53704	Carson, CA 90895	Eugene, OR 97440
Board Meeting 5/31/11	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
DESCRIPTION			
Catalog Name:	*Highsmith L & S	Lakeshore Learning Materials	*Technology Tools for Every Classroom
Date of Catalog:	August 1, 2010 - July 31, 2011	2011	February 2011 - August 2011
Discount:	8%	5%	10% or 3%
Catalog Name:	*Highsmith L & S	Lakeshore Elementary	
Date of Catalog:	August 1, 2011 - July 31, 2012	2011-2012	
Discount:	8%	5%	
Catalog Name:	*Upstart K		
Date of Catalog:	August 1, 2010 - July 31, 2011		
Discount:	8%		
Catalog Name:			
Date of Catalog:			
Discount:			
Exclusions from RFP:	Not valid on LibrarySparks magazine, Edupress and Learning Well Brands, 3M & Checkpoint Security Products, sale catalogs, orders already in progress in conjunction with other bids or discount offers.	None	10% off catalog prices for software & 3% off catalog prices for the balance of the catalog. As a general rule, volume, academic, site & network/licenses are non-discountable. Please see addendum for limitations.
Shipping Notes:	Truck shipments are with tail gate inventory.	None	Free shipping & handling on all software over \$150. All other items will be charged actual shipping.
RFP Score	Disqualified	71.00	Disqualified

DISTRICT SCHOOL BOARD OF PASCO COUNTY BID TABULATION

DATE OF OPENING: March 31, 2011 @ 2:30 PM	The Library Store, Inc. 301 East South Street Tremont, IL 61568	Schoolhouse Products, Inc. 13517 Prestige Place, Suite 101 Tampa, FL 33635	School Specialty W6316 Design Drive Greenville, WI 54942
RFP TITLE: Library Materials & Supplies Catalog Discount			
RFP #11-078-AJ			
Board Meeting 5/3/11			
DESCRIPTION	TOTAL PRICE	TOTAL PRICE	TOTAL PRICE
Catalog Name:	No Bid		
Date of Catalog:		Tesco (Media Furniture Manufacturing)	2011 Education Catalog/School Specialty
Discount:		2011 50%	January 2011 15%
Catalog Name:		Jasper Chair (Media Furniture Manufacturing)	
Date of Catalog:		2011 38%	
Discount:			
Catalog Name:		Bretford Legacy (Media Furniture Manufacturing)	
Date of Catalog:		2011 48%	
Discount:			
Catalog Name:		Bretford Basics	
Date of Catalog:		2010 57%	
Discount:			
Exclusions from RFP:			
Shipping Notes:			Supply items with a 7 or 9 prefix will ship free if order totals \$49 or over, less than \$49 a charge of \$9.95. Furniture and Equipment items with a 6 or 8 prefix 15% of order; if total is \$2000 or less. Over \$2000 call for freight quote.
RFP Score	N/A	91.15	85.5